



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: SENIOR LEGAL TYPIST

(325-001-3224-001)

DIVISION: LEGAL

**SALARY: Range A \$2419 - \$2941
Range B \$2704 - \$3285**

FINAL FILING DATE: OPEN UNTIL FILLED

Duties and Responsibilities:

Under the supervision of the Assistant General Counsel and general direction of the General Counsel for the Fair Political Practices Commission, acts as general support staff to the Legal Division. Prepares and disseminates commission correspondence related to legal opinions and advice letters. Proofreads all outgoing memoranda, opinions, and advice letters. Maintains a tracking system for advice letters. Assists in the maintenance of rulemaking files. Assists in data-collection for purposes of budget preparation and analysis. Prepares simple replies to incoming mail. Screens telephone calls and visitors referred by the receptionist, and does other work as required. Prepares or assists in the preparation of documents in connection with civil litigation; summarizing deposition transcripts; setting up and maintaining litigation files; and performing other duties related to litigation.

Desirable Qualifications:

Knowledge of basic legal concepts, terminology, principles, and procedures. Computer experience including Microsoft Word. Good skills in punctuation, grammar and spelling. Ability to organize and set workload priorities. Dependability, good judgment, initiative and ability to work well under pressure. Ability to communicate and interact well with the public and fellow employees.

Who May Apply:

The applicant must be reachable on a current employment list, be a current or former state employee with eligibility for this classification, or have Surplus/SROA eligibility. All applicants must clearly indicate their basis for eligibility on the state application.

Where to Apply:

Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position please forward a State application (STD. 678) and resume to:

Fair Political Practices Commission
Sr. Legal Typist - Legal Division
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Gail Ziese, (916) 327-8692

08/05/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.